

Retention and Classification Report

Agency: Bluffdale (Utah) (103)

14350 South 2200 West
Bluffdale, UT 84065
801-254-2200

Records Officer Wendy Deppe

80614 Building plans
28472 Subdivision case files and maps

AGENCY: Bluffdale (Utah)

SERIES: 80614

3

TITLE: Building plans

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

These are blueprints and specifications submitted by building contractors when applying for a building permit for new construction of private residential or commercial structures. They are used in determining code compliance and enforcement of city building codes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 90 days after Completion of Construction Project and then return to owner or destroy provided all inspections have been made.

Paper: Retain in Office for 90 days after Completion of Construction Project and then transfer to State Archives with authority to weed provided all inspections have been completed.

Microfilm master: Retain in Archives permanently.

APPRAISAL:

Administrative Historical

This retention is based on the administrative needs expressed by the city. Building plans are only reviewed by a building inspector to guarantee that structures meet local building codes. They need only be kept 90 days after the end of construction in accordance with the provisions of the Uniform Building Code 1987, p. 303 which has been adopted by statute (UCA 58-50-17). Commercial building plans will be sampled as an example of commercial buildings being built in Bluffdale.

AGENCY: Bluffdale (Utah)

SERIES: 80614

TITLE: Building plans

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Bluffdale (Utah)

SERIES: 28472

3

TITLE: Subdivision case files and maps

DATES: 1960-

ARRANGEMENT: Alphabetical by subdivision name

DESCRIPTION:

These case files document the developmental history of subdivision plans submitted to the Planning Commission for compliance review with applicable development ordinances and standards. This includes those that are considered lot/splits (subdivisions smaller than five lots).

RETENTION:

Retain Transfer to Archives 1 year after administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 7.

AUTHORIZED: 03/17/2014

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal
Permanent files according to Schedule 20 in the Municipal General
Records Retention Schedule 1998

AGENCY: Bluffdale (Utah)

SERIES: 28472

TITLE: Subdivision case files and maps

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private.

Includes any personal information in the file for parties involved in the subdivision development. May include copy of a personal check used for bonding, infrastructure or other personal information.